

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-183

OPENING DATE: 23 June 2006

CLOSING DATE: 24 July 2006

ANTICIPATED FILL DATE: 20 Aug 06

POSITION TITLE AND NUMBER

Military Personnel Technician
PDCN R7261000; MD 2640-00

UNIT/ACTIVITY AND DUTY LOCATION

HHC, 30th En Bde
NCARNG, Charlotte, North Carolina

GRADE AND SALARY (Includes Locality Pay of 12.52%)

GS-0201-08 \$38,890.00 - \$50,556.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 18 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 18 months of specialized experience*) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to analyze, coordinate, and gather facts pertaining to specific military personnel transactions.
2. Skills in oral and written communication in expressing and securing information.
3. Ability to formulate policies based on rules and regulations.
4. Knowledge of military organizational structure.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer/Enlisted position in the NCARNG is mandatory, [WO: 420A; Enl: CMF 71)].

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPLE DUTIES AND RESPONSIBILITIES: Serves as central point of authoritative information on a variety of administrative matters (e.g., format for directives and standing operating procedures (SOP), general office procedures, use of locally established forms and standard replies to communications, filing systems, maintenance of reference Library, etc.) Assures that publications and forms issued by headquarters are in proper format, are consistent with existing directives and are properly distributed. Suspenses and reviews correspondence and reports submitted by subordinate units for compliance with format, directives and procedures. Serves as pin-point distribution officer for the command and directs requisitioning, receipt, accounting for and distribution of manuals, blank forms and regulations. Drafts such directives as SOP, letters of instruction, and implementing procedures pertaining to military personnel and administration. Reviews new directives and determines affect on command policies and practices. Visits subordinate units for the purpose of providing guidance and assistant on administrative matters and to evaluate the command's administrative and personnel programs. Recommends to supervisor corrective action to be taken on discrepancies in these programs. Provides authoritative advice and counsel to the commander and his staff pertaining to military personnel administration. Maintain knowledge of current regulation (e.g., Army, National Guard, State) on military personnel which are only partially relevant and are supplemented by various secondary guides and keeps staff advised of changes. Recommends action to be taken on cases that affect military careers of members of the National Guard. Participates with supervisor and other staff officers in developing, implementing and carrying out recruiting plans to include actual involvement in interviewing individuals for membership and processing them into the ARNG. Accomplishes a variety of military personnel transactions e.g., appointments, enlistments, separations, promotions, reductions, MOS assignments, transfers, completion of officer and enlisted efficiency reports, reports of line of duty investigation, requests for security clearance, applications for attendance at schools, payroll actions, etc.) Provides guidance and assistance to personnel of the command who are concerned with completing the above transactions. Suspenses and receives transactions from subordinate units, insures compliance with regulations and procedures and that prerequisites are met or returned for correction. Initiates and completes transactions for personnel assigned to the headquarters. Occasionally assists other technician in the maintenance of Military Personnel Records Jacket (DA Form 201) by filing, posting and updating. Insures that cases such as involuntary order to active duty, court martial, fraudulent enlistment and non-selection for retention are properly documented and processed. Insures that all pertinent and required data on members of the command is coded into the automated personnel reporting system. Performs other duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974